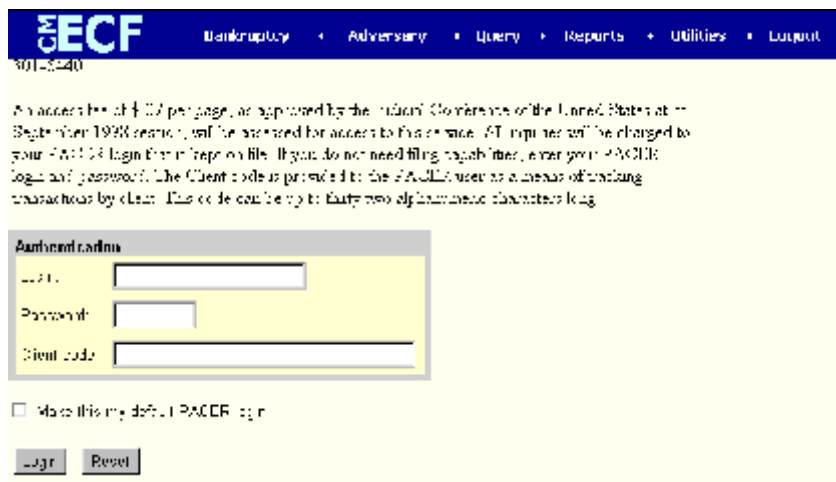


## CM/ECF QUERIES

The CM/ECF Queries functions allow court users, as well as external users to search for and obtain information about a case ranging from names and addresses of parties to docket reports and calendar information. External users must have a PACER account to access case information through Queries, and fees will apply as appropriate.

The Queries category function in CM/ECF are composed of screens and prompts which are designed to be user-friendly. Queries has its own section in CM/ECF and all of the available queries functions can be accessed by first clicking on the Queries link in the CM/ECF application bar. Then, enter the case number or name search clues to pull up the case for which is being queried (NOTE: If there are multiple case matches, you will need to select the correct case before the queries screen will display).

The PACER login screen will then be displayed (See Figure 1.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

801-5540

An access fee of \$0.07 per page, as approved by the Judicial Conference of the United States on September 19, 2000, applies, and the standard fee for access to this service. AT inquiries will be charged to your PACER login fee or fee on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long.

**Authenticated Login**

Login ID:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

**Figure 1**

1. This screen will appear each time you request a report or query within PACER.
2. After you enter your PACER login and password, and a client code, if desired, click on **[Login]**.

The Queries screen will then be displayed. (See Figure 2) The various options available through the Queries category are discussed below.



Figure 2

**Aliases:** This function will allow the user to view all aliases listed for the parties in the case.

**Associated Cases:** When using this query option, all cases and proceedings related to the selected case will be displayed. By clicking on the case number of any listed case, the user will be able to view the docket sheet for the related case (e.g., adversary proceeding, consolidated case).

**Attorneys:** This function displays attorney name and address information for each party in the case, and also displays the date the attorney appeared in the case and the party's full name and address.

**Case Summary:** The Case Summary option provides a one-screen snapshot of some of the basic information from the case record, including Trustee information, statistical information, case status, and the disposition of the case.

**Creditors:** The Creditors option will display a single-column list of all creditors associated with the case.

**Deadlines/Hearings:** This function will allow the user to run a listing of all deadlines that have been set in the selected case. The table will list the following information: the name of the deadline, what document number is associated with the deadline, the date the deadline was entered into the computer, the date for which the deadline is/was set, and the date satisfied or terminated, if applicable.

**Docket Report:** When using this function, the user will be taken to the Docket Report selection screen, and after selecting the appropriate criteria, the docket sheet will display. This is only one way in which to access the docket report; the report can also be produced by clicking on the case number hyperlink on any screen on which it is displayed.

**Filers:** The Filers function will list all parties in a case who have filed documents. By clicking on a name listed on the screen, the user can see a listing of all documents filed by that party.

**History/Documents:** This option will produce the docket history for the case. Unlike the docket report, this can be modified to run for a selection of dates, although an option for only events with documents attached is available.

**Notice of Bankruptcy Case Filing:** The Notice of Bankruptcy Case Filing is the proof of the filing of the case. It includes the date and the time the case was filed, a list of recipients who received notice electronically, and the Court seal.

**Parties:** Selecting this option will list a parties associated with the case.

**Related Transactions:** The Related Transactions report will sort all events in this case according to their linkage. For example, a motion and objection will be grouped together even if they were filed a month apart because they are related to each other.

**Status:** When selecting this function, the user will be able to view the current status of the case.

**Trustee:** By clicking on the Trustee option, the name and address of the current Trustee will be displayed, along with the date on which he or she was assigned.

